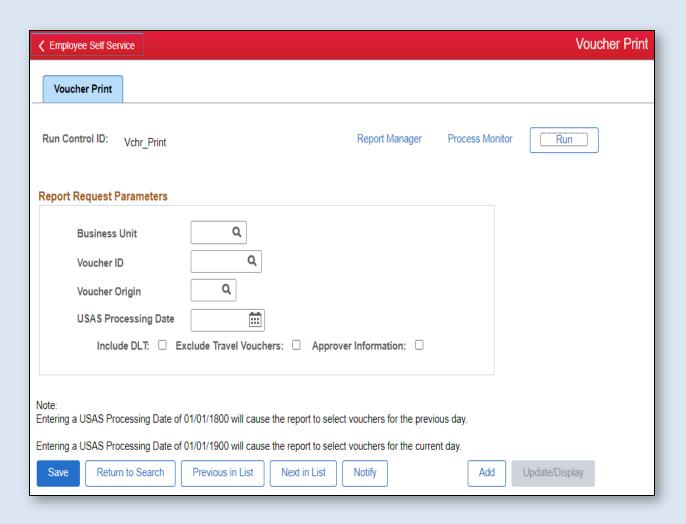


Centralized Accounting and Payroll/Personnel System

# Voucher Print Report: Updated Run Control Parameters (SR 8835)

Aug. 25, 2022

## **Current Run Control for Voucher Print Report**



SR 8835 will make the following changes to this page:

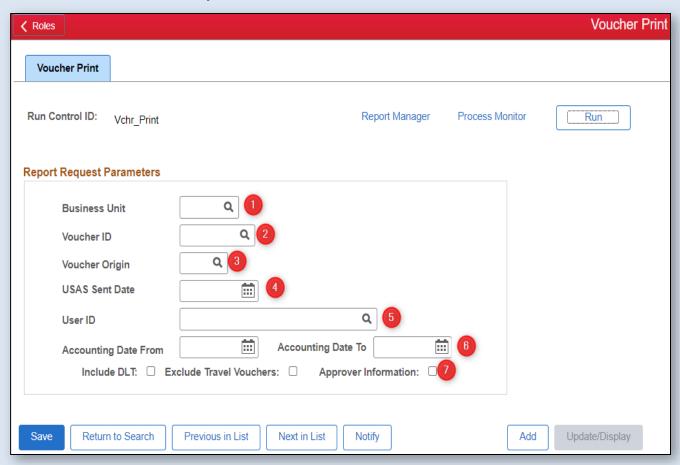
- Add new parameter fields.
- Rename *USAS Processing Date* to *USAS Sent Date*.
- Add User ID.
- Add *Accounting Dates* with a 30-day range.
- Removed the *Note* section at the bottom of the page.

#### **New Run Control Parameters**

The **Report Request Parameters** include seven fields for data entry.

Fields with an asterisk (\*) are new to the page.

- Business Unit
- Voucher ID
- Voucher Origin
- USAS Sent Date\*
- User ID\*
- Accounting Dates (From and To)\*
- Select a checkbox to:
  - Include DLT
  - Exclude Travel Vouchers
  - Include Approver Information



**Note:** The new **Accounting Date From/To** fields only accepts a 30-day range.

#### **Run Control Parameter Definitions**

- **Business Unit** prompt requires a valid BU and one other field populated otherwise, it will timeout.
- **Voucher ID** prompt requires valid Voucher ID.
- Voucher Origin prompt requires valid Origin.
- **USAS Sent Date** prompt requires the date the Voucher(s) were interfaced to USAS.
- **User ID** prompt requires valid User ID of who created the Voucher(s).
- Accounting Date only allows a 30-day date range any longer than 30 days causes the report to time out.
- Checkbox selections:
  - Include DLT allows for DLT comments to print.
  - Exclude Travel Vouchers excludes Travel Vouchers from printing.
  - Approver Information allows Approver Information to print .

## **Voucher Print Report Highlights**

- Daily Voucher Print Report now generates if the **USAS Process Status** is one of the following:
  - U (Sent to USAS)
  - Y (Send to USAS)
  - X (Deleted)
  - **P** (Processed)
  - S (Partially Processed by USAS)
  - N (Do not send to USAS)
- Daily Voucher Print Report will continue to be generated daily around 3:30 p.m.
- This update (SR 8835) migrates to CAPPS Production on **Sept. 6, 2022**.



## Thank You!

**CAPPS Financials Support Team**